



**SIGN PLAN/SIGN CRITERIA REVIEW APPLICATION  
CITY OF UPLAND  
DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION**

<b>PROJECT ADDRESS/LOCATION:</b>  _____  _____	<b>FILE NO.:</b> <b>SI--</b> _____ <b>RELATED FILES:</b> _____
<b>APPLICANT NAME:</b> _____ <b>ADDRESS:</b> _____ _____ _____ <b>PHONE:</b> _____ <b>FAX:</b> _____ <b>E-MAIL:</b> _____	<b>PROPERTY OWNER:</b> _____ <b>ADDRESS:</b> _____ _____ _____ <b>PHONE:</b> _____ <b>FAX:</b> _____ <b>E-MAIL:</b> _____

<b>PROJECT DESCRIPTION</b>
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<b>APPLICANT CERTIFICATION</b>
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I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>DATE RECEIVED:</b>	<b>RECEIVED BY:</b>	<b>FEES:</b>	<b>RECEIPT NO:</b>
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<b>FILING REQUIREMENTS</b>
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- ☐ Three (3) copies of plans for all ground and wall-mounted signs.
- ☐ Two (2) copies of sign program plans, if applicable.
- ☐ A letter or signature of authorization on the plans from the property owner(s), if the application is not being made by the property owner(s).
- ☐ Digital copies of all above items on a flash drive.

**REQUIREMENTS FOR DOWNTOWN A-FRAME SIGNS**

- ☐ Two (2) Copies of the Sign Plan identifying the complete dimensions of the sign (e.g. size, height, etc.), and indicating display time for the sign (e.g. Monday-Friday from 8:00 am to 5:00 pm)
- ☐ Site Plan identifying the proposed location of the sign, as well the sidewalk width between the storefront and sign.
- ☐ **Certificate of Insurance** for a minimum of **\$1,000,000** indicating the City of Upland as a "Certificate Holder" and "Additional Insured."
- ☐ Digital copies of all above items on a flash drive.

**FILING FEES:**

Sign Plan/Sign Criteria:	\$500.00
Master Sign Program:	\$1,100.00
Downtown A-Frame Sign:	\$150.00

\*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party venders. These deposit fees are determined by third party vender contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.